



Position Description

| | |
|-----------------------------|--|
| Position Title: | Policy and Community Engagement Associate |
| Status: | Exempt |
| Position Reports To: | Policy Director |
| Schedule: | Full time with some flexibility in scheduling. May be required to work additional and/or evening hours during busy time periods or for special events. |
| Salary: | \$45,000 – 55,000 |

The Policy and Community Engagement Associate will work closely with staff on projects related to our mission to identify issues, fund solutions and lead change to improve gender equity in the Omaha community.

General Summary of Responsibilities:

Work to increase public awareness, community engagement and coalition-building regarding gender-based inequities.

Policy & Advocacy (75%)

- Assist and support the research and public policy work of the organization.
- Research and evaluate complex policy issues, conduct legal analyses, and prepare summaries and presentations of findings (including fact sheets and policy briefs).
- Impact public policy change through statutory research, legislation drafting, creation and implementation of advocacy plans, drafting talking points and fact sheets, providing public testimony and coalition building.
- Aid in the development and facilitation of listening sessions and public policy trainings.

Community Engagement (25%)

- Work to increase public awareness, community engagement and coalition-building regarding issues impacting anyone who experiences gender-based oppression.
- Organize and maintain lists of supporters and key issue areas of interest.
- Grow a grassroots base of supporters and advocates.
- Collaborate and align community engagement efforts with team members across organizational priorities.
- Other duties as assigned.

Qualifications:

- Associate or bachelor's degree and/or three years of experience in research and policy or other related fields.

Knowledge, skills, abilities:

- Ability to take initiative, be solution-focused, and drive priorities while working in a fluid and fast-paced environment.
- Demonstrated ability to communicate clearly, consistently, and appropriately with internal and external partners (including meeting/group facilitation).
- Demonstrated ability to build community and foster collaborative efforts among cross-sector stakeholders and organizations.
- Ability to create, write, implement, and assess action plans and technical reports.
- Ability to communicate the mission and values of the Women's Fund.
- Proficiency in Microsoft Office Suite.

How to Apply

Interested candidates should send a cover letter and current resume to Gail Jones at GJones@OmahaWomensFund.org by Sunday, August 27.

About the Women's Fund

The Women's Fund is a nonprofit organization dedicated to improving the lives of anyone who experiences gender-based oppression. As a trusted expert in the community, the organization identifies critical issues, funds innovative solutions, and influences dynamic change. Since its beginning in 1990, the Women's Fund has supported local agencies with more than \$56 million in grants for programs that address the most pressing issues as identified by its research and has established its own programs to meet unaddressed needs. It is the only foundation that provides grants exclusively to programs addressing gender-based inequities, and we are the leading organization researching issues impacting anyone who experiences gender-based oppression in order to raise awareness and drive change. For more information, visit OmahaWomensFund.org.

Nondiscrimination Policy

The Women's Fund does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, citizenship status, veteran status, political affiliation, or economic status, in any of its programs, activities, and employment. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and partners.

The Women's Fund is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Last Revised: August 2023

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.